

Douglas Arizona Regional Feasibility Study

Douglas, Arizona

SCOPE OF WORK

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I. PROJECT IDENTIFICATION

Title: Douglas Arizona Regional Feasibility Study

Site: Raul Hector Castro Land Port of Entry, AZ

Overview and Purpose:

The services defined herein will result in the development of the Douglas Arizona Regional Feasibility Study. The General Services Administration (GSA) plans to reconfigure, expand, and fully modernize the Raul Hector Castro (RHC) LPOE, bringing it in line with the current land port design standards and operational requirements of U.S. Customs and Border Protection (CBP). The Feasibility Study is the first critical step in this effort and will help inform the project magnitude, scope, and cost. It will analyze various possibilities, study alternatives, and investigate most efficient ways to modernize the RHC LPOE and address the current commercial processing constraints in the Douglas, AZ border area before recommending the optimal path forward. The currently contemplated options include renovating the existing RHC port and expanding it in place, or through the addition of a stand along commercial-only LPOE. In order to begin the study, GSA needs to establish the Program of Requirements (POR) to bring RHC LPOE into serviceable condition to meet mission-related needs of CBP. In addition to the POR for the existing inspection facility, GSA will work with CBP to capture and document operational requirements for the stand-alone commercial port alternative. Both scenarios will be evaluated with separate cost estimates developed for each. All work and analysis required to develop the project shall be documented. CBP is getting ready to conduct an assessment of its LPOE inventory and its deficiencies, and as part of its evaluation methodology, will be looking at ports' operational efficiency and capacity. Any relevant information shared by CBP with regard to this project will be incorporated as part of the Feasibility Study.

II. PROJECT BACKGROUND AND DESCRIPTION

RCH Port:

Previously called Douglas, the RHC LPOE was renamed after the former Arizona governor in October 2015. The original port was built in 1933. Both the Main Building and original Garage structure are listed on the US Register of Historic Buildings. The commercial dock was constructed in 1967, and the vehicle secondary was constructed in 2002. Many of the port's building systems are nearing the end of their operational life and will need to be updated or replaced. In 2008 GSA completed a plan for modernization of the port (multi-modal), but funding for the project was not identified. In 2015 and 2016 the City of Douglas developed projects for submission under CBP's section 559 Donation Acceptance Program (DAP) to develop a new stand-alone commercial facility approximately 5 miles east of the RHC. The projects proposed the donation of the necessary land, but sought federal funding for the construction of the new port infrastructure. CBP rejected these DAP proposals, as the need for a stand-alone commercial facility was yet to be validated and no federal construction funding was budgeted for this unsolicited proposal. If the Feasibility Study should identify a new stand-alone commercial LPOE as the recommended scenario, GSA and CBP would reevaluate the site donation proposal by the City of Douglas and engage with them accordingly.

III. PROJECT OBJECTIVES

- a. Determine and document to fully describe the Scope of Work (SOW) required to position the asset for successful long-term service in sufficient detail to successfully procure design/build documents. The design build requirement documents must comprehensively describe the project and must allow the scope to be implemented in separate packages so that they can be matched to separate funding sources.
- b. Fulfill all applicable goals and criteria stated in GSA handbooks and directives, specifically the Facilities Standards for the Public Buildings Service (P-100).
- c. Comply with all applicable regulatory requirements including the safety and environmental preservation requirements of the federal, state, county, or city agencies.

- d. Improve the building's energy and resource efficiency, environmental quality and occupant comfort. Identify cost effective opportunities to enhance the performance of the asset.
- e. Achieve Leadership in Energy and Environmental Design (LEED) certification at the highest level feasible within reasonable cost—Gold at a minimum. Note that GSA prefers platinum and targets net zero solutions.
- f. Comply with the Energy Independence and Security Act of 2007 (or higher energy requirements under LEED Gold).
- g. Comply with the National Historic Preservation Act (section 106).
- h. Provide for accessibility by the physically disabled in accordance with the guidance of the Architectural Barriers Act Accessibility Standard (ABAAS).
- i. Comply with the latest International Code Council (ICC).
- j. Coordinate with other projects in the area such as the basic R&A or client funded projects.
- k. Provide and document the framework GSA and CBP use to define the regional solution for processing commercial and noncommercial flows in the Douglas area.

IV. SCOPE OF SERVICES

Requirements: An effective regional Feasibility Study (FS) is the most important underpinning for a successful GSA project. A FS is required to obtain funding authorization for design and construction services. The FS must show the identification, evaluation, analysis, cost estimates and implementation strategy including phasing for the project. The FS must clearly define the project to the satisfaction of GSA and CBP.

- a. The Contractor shall provide architectural design, engineering and construction expertise to review as built drawings of the Ports and relevant sections of the "Customs and Border Protection Land Port of Entry Design Standards (2017 version; or 2014, if not available) and GSA P-100 to ensure compliance with relevant design requirements. In addition, the Contractor shall review service request logs, GSA Building Evaluation Reports, Facility Condition Assessments, and any available technical studies with the Project Team. Based on the findings, the Contractor will prepare a list of building improvements necessary to modernize the RHC port with the Project Team and will develop a project priority that meets the mission requirement for the CBP and GSA. It is anticipated that this will be accomplished at the RHC Port with the team on two separate sessions at two days each.
- b. Complete the Micro and Macro simulation model to allow the GSA and CBP to identify the size of facilities needed to meet CBP's 20 year requirements for processing Commercial and noncommercial flows per the attached Exhibit C.
- c. Contractor shall make a recommendation for updating exterior lighting that meets CBP's requirements per the above-referenced CBP LPOE Design Standards while using the most energy efficient solution.
- d. The Contractor shall conduct at least two (2) POR development workshops/interviews with GSA Property Manager, CBP port personnel, CBP Tucson Office of Field Operations, CBP Facilities Management and Engineering, and GSA Project Team to discuss functions, adjacencies and processing requirements at both ports. These POR workshops and interviews will be conducted either onsite at the Port of Entry or the Tucson Field Office.
- e. The initial requirements will be captured and refined during the first two-day workshop. Documented, they will be included in the 50% draft submission by Contractor. GSA and CBP will review the 50% draft. After review and potential modifications developed from

the draft, Contractor shall document an approved POR and preliminary Cost Estimates into a 75% draft.

Approximately 21 days after release of the 75% Draft, Contractor shall present the findings of the Initial Programming with the Study Team in either Tucson or Douglas, AZ. Program will be reviewed and amended based on comments by study team in the second two-day follow-up programming workshop. After that, Contractor shall prepare a Matrix of comments and in a series of 3 to 4 weekly teleconferences shall confirm their understanding of the program and Study Team comments.

- f. Using the preliminary input obtained in steps d) through f) above, Contractor shall work with CBP and GSA (Study Team) to arrive at two final PORs: 1) to completely modernize and expand the existing multi-modal RHC LPOE; 2) to divert all commercial traffic to and provide additional commercial processing capacity by way of a new, stand-alone commercial-only port.
- g. In approximately 21 days after that, Contractor is expected to develop the 95% Submission, which they shall share with the Study Team, followed by an in-person briefing of the findings/recommendations to the Study Team in either Douglas or Tucson AZ.
- h. Contractor will as part of the development of the Initial Program develop a Programming / Planning Cost estimate in accordance with the P-120 (+-10%).
- i. Once the work items have been identified, documented and the POR developed, the Contractor shall provide a cost estimate in a cost estimating workbook featuring Unifomat Level III in accordance with the PBS P-120. Cost estimates will be developed in compliance with the most recent CBP LPOE Design Standards and GSA P-100. Only minimal use of allowances will be accepted and only in situations where calculated estimates are not available. Initial Program cost estimate will be developed at a Program / Planning variance of +- 10%, final cost estimate shall be completed at a Concept Level +- 7%.
- j. Contractor to present the findings for RHC in two separate 2 day workshops in Douglas or Tucson AZ (at the discretion of the Study Teams) after development of the Initial Program and again after completion of the 95% final POR for both facilities.
- k. The estimated costs shall be provided for a model that demonstrates full compliance with the GSA R9 2020 minimum performance requirement of **35kBTU/GSF (for conditioned spaces)**, full sub-metering, and the requirements needed to achieve LEED Gold certification and EISA 2007 compliance .

Report Format: Narrative portions of the report shall use the current version of Microsoft Office Suite. All report materials shall be stapled for the draft submittals and for the final submittal. Report should be complete with graphics, maps, and photographs. The report shall be presented, at a minimum, but not limited to the following sections:

- Cover sheet and Table of Contents
- Executive Summary
- Introduction: Background Narrative
- Methodology
- Coordination with Other Documents and Work
- Existing Conditions and Development Constraints

- Study Findings
- Technical Analysis of the Proposed Project
- Cost Analysis of the Proposed Project
- Implementation Strategy
- Cost Estimates
- Appendix

Regional Feasibility Study Sections:

- I. **Cover Sheet and Table of Contents**
- II. **Executive Summary:** Provide a summary of the FS, outlining an overview of project, survey, findings, analysis and estimated construction costs.
- III. **Introduction: Background Narrative**
Provide an introduction with a summary of the building history including a general outline of previously completed repair and replacement projects and prior studies. Provide a general description of the basis for the project and project scope. Describe the project justification and identify what is driving the development of the project, including what might happen if the project were not implemented.
- IV. **Methodology:** Contractor shall complete Feasibility Study using industry best practices and shall document the interview findings.
- V. **Coordination with Other Documents and Work**
Provide a summary of all documents related to the project with comments on any opportunities.
- VI. **Existing Conditions and Development Constraints**
Identify the existing conditions of the facility that need to be corrected. Document constraints.
- VII. **Study Findings:** Provide a detailed description of the findings and recommendations.
- VIII. **Technical Analysis of the Proposed Project**
Assess the proposed project in terms of building and site conditions, security requirements, constructability, LEED Green Building Rating of the U.S. Green Building Council and construction cost, including any related environmental remediation, BLCC analysis and related cost estimates.
- IX. **Cost Analysis of the Proposed Project**
Estimate the cost of construction at award, specifying the assumed construction award date, and identify (without quantifying) such critical cost items as tenant relocation, environmental remediation and special engineering studies.
- X. **Implementation Strategy**
Identify all critical implementation issues and procedures. Assess procurement options in terms of suitability, cost and time required. Provide a schedule in both graphic and narrative forms which conveys a comprehensive work breakdown structure with timeframes and dependencies, the critical path schedule, and associated costs. It will include the construction phasing for building repair and space alteration as well as all construction logistics including staging, phasing and swing space requirements. Present schedules and time charts, taking into account:
 - Space requirements during construction & interim housing solutions
 - Construction phasing
 - Uninterrupted building operations
 - Federal, state and local approvals
 - Coordination of utilities and special systems
 - Potential environmental concerns
 - Major implementation risks
 - Continuity of all circulation paths, including those in parking areas

XI. **Cost Estimates**

XII. **Appendix**

V. COMPLIANCE / INPUT DOCUMENTS

The contractor shall comply with, or reference, the latest versions of the following documents in the development of the study:

Final Report on Seismic Evaluation and Upgrade Concepts for the Federal Office Building and GSA Repair and Alteration Desk Guide

1991 UBC – 2000 NFPA 101, Fire Protection and Code Compliance

41 CFR Part 101-17, Assignment and Utilization of Space

OSHA General Industry Safety and Health Standards (29CFR1910 and 29CFR1926)

EPA's National Emission Standards for Hazardous Air Pollutants (40 CFR 1.C.61)

Environmental Protection Agency Final Rule (40 CFR 761)

Uniform Federal Accessibility Standards and Americans with Disabilities Act

Applicable codes (UBC, NEC, IBC, etc.) and standards (ASME, SMACNA, etc.)

ASCE 7-02, Minimum Design Loads for Buildings and Other Structures

ASCE Standard 31-02, Seismic Evaluation of Building

ASCE/SEI 31-03 American Society of Civil Engineers/Seismic Evaluation of Existing Buildings

FEMA 356 Seismic Rehabilitation of Existing Buildings

**FEMA 356, Pre-Standard and Commentary for the Seismic Rehabilitation of Buildings¹¹
ISC Security Design Criteria for New Federal Office Buildings and Major Modernization Projects**

LEED Green Building Rating System for New Construction & Major Renovations (LEED-NC), Version 2.1,

Current General Building Profile and IRIS Work Item Inventory

Energy Policy and Conservation Act of 1992 (P.L. 94-163)

Energy Policy Act of 1992 (P.L. 102-486, 106 Stat. 2776)

Executive Order, Energy Efficiency and Water Conservation at Federal Facilities

ASHRAE 90.1R (for energy conservation)

Energy Conservation/Retrofit Study

National Fire Protection Association (NFPA) 101 Life Safety Code

OSHA Regulations for Construction

CBP LPOE Design Standards (2017 version; use 2014 version until CBP provides 2017 one)

CBP Deficit Infrastructure Study (will be provided by OFO PPAAE)

EPA Regulations

VI. SUBMISSIONS AND REVIEW

- The FS will be developed through three draft submissions for review and comment, culminating with a fourth and final FS submittal. All submittals will be interpretive and clear.
- A final report shall be submitted within approximately 160 days from the Notice-to-Proceed (NTP). Schedule dates for submissions are indicated in the next section of this scope-of-work.
- **Draft 50% Submittal:** The 50% draft of the FS will include the interviews, findings from data collection and first draft of project list for the Programming for RHC. All text shall be presented in an annotated outline form with enough detail to describe major issues and conclusions. Major conflicts and project decisions will be indicated. An outline of the implementation strategy must also be presented in this submission. Provide a preliminary assessment of important implementation strategy issues (swing space availability, utility lines, etc.).
- **Draft 75% Submittal:** The 75% draft FS shall be due based on approved project list with rankings on RHC (Initial Program). Comments from the 50% deliverable shall be incorporated in this submittal. Provide complete text and graphics, including cover, Table of Contents, introduction, description of existing conditions, housing plan, implementation strategy and the estimate of the construction cost at award (P-120 Program / Planning +/-10%) .
- **Draft 95% Submittal:** The 95% draft FS shall be a draft final document with cost estimates. Narrative of program development process and findings shall be included. Comments from the 75% deliverable shall be incorporated in this submittal. This draft should be a document that will require only minimal adjustments before final submittal. The cost estimate contained therein shall represent refinement of cost estimates contained in earlier drafts (P-120 Concept Level +/-7%).
- **Final Submittal:** The document must be complete in all respects with all graphics/exhibits, tables appropriately incorporated in the text. The contractor should incorporate all previous GSA comments. The budget shall represent the contractor's best professional estimate of the projects' cost. Problems will be resolved. All appendix material must be provided in final form.
- **Quantities:** The contractor shall at its own expense arrange delivery to the addresses below for 9 compact disk (CD) and 10 paper copies of all submittals, printed or copied on both sides of recycled paper.

3 CD copies and three (3) paper copies to:

GSA, 9P2PTC
50 United Nations Plaza, 3rd Floor Rm
San Francisco, CA 94102-3434
Attn: Anthony Kleppe, Sr. Asset Manager

1 CD copies and two (2) paper copies to:

GSA Tucson Field Office
Mr. Buck Silveira
300 W CONGRESS ST
TUCSON, AZ 85701-1371

1 CD copies and two (2) paper copies to:

Customs and Border Protection
Mr. Mark Jankowski
4760 North Oracle Road, Suite 316
Tucson, AZ 85705

1 CD copies and two (2) paper copies to:

Customs and Border Protection
Raul Hector Castro Port of Entry
PD Margaret Baldenegro
First and Panamerican Streets
Douglas, AZ 85607

3 CD copies and four (1) paper copy to:

Customs and Border Protection
Attn.: Mikhail Pavlov
90 K Street, NE, Ste. 900
Washington, DC 20002

- **Review Protocol:** Submittal Reviews may be completed via teleconference using Webex or similar technology for submittal reviews.
- **Presentation Materials:** The contractor shall provide materials for presenting the project to groups designated by GSA. Presentation materials will include slides, enlargements, plans, Microsoft Office Power Point presentations, and sections and diagrams on large-scale presentation sheets. Color will be applied to presentation sheets where appropriate. Materials will be suitable for presentation to a broad audience.
- **Travel:** The contractor shall plan to meet with the team at a designated site for each presentation. There may be one review meeting in the consultant's office prior to each submittal meeting. The location of presentation/workshop meetings will be at the CBP Tucson Field Office, 4760 N. Oracle Road, Suite 316, Tucson, AZ 85705, or other such other location as the parties shall agree.
- **Presentation Meetings:** Contractor shall present orally with materials the 50%, 75% and 95% submissions to project team members designated by GSA. In addition the Contractor will present at

up to two other meetings as requested by GSA. The location of the presentations shall be as the parties shall agree upon. The contractor shall provide GSA with a sign-in sheet and minutes of the presentations. GSA will conduct reviews at intervals determined by GSA.

- ***Comment Resolution:*** The contractor shall formally respond to all written review comments within two weeks of receipt. This response, directed to the COR, should indicate agreement/disagreement, and how the concern will be addressed within the next submission or resubmission.
- **Secure FTP Site:** Contractor shall provide the team access to a password protected secure FTP website for use during review and a minimum of six months following the completion of the Study.

VII. SCHEDULE OF SUBMISSIONS

<i>Activity</i>	<i>Approximate Time Frames</i>	<i>Tentative Dates</i>
NTP / Post Award Conference and Kickoff	Kickoff within 15 days of NTP	
Physical Survey of Facility / Interviews	Within 45 days of NTP	
50% Submittal	75 days after the NTP	
75% Submittal	115 days after the NTP	
95% Submittal	165 days after the NTP	
Final Submission	190 calendar days	
GSA and Agencies Reviews	Responses provided within 10 days of receipt of submittals	

VIII. SUBMITTAL REQUIREMENTS

The following items refer to all submittals throughout the project:

1. All documents shall be prepared on 8 1/2 x 11 inch recycled bond paper. The paper for this contract shall meet the U.S. EPA Guidelines for Federal Procurement of Paper and Paper Products Containing Recycled Materials (*Federal Register* - June 22, 1988, pp. 23546-23566) which states that high grade bleached printing and writing papers must contain at least 50 percent "waste paper" defined as post-consumer materials or secondary wastes., with title page and table of contents, etc. Final submittal shall also be on CD. Drawing submittals shall be bound in "comb" binders; final submittal shall be in 3-ring binders.
2. Any graphics, drawings, maps, and charts larger than 8-1/2"x11", should be fold-out to fit into 8-1/2"x11" binder format.
3. The contractor shall provide written responses to all review comments on study documents with the time specified herein. If corrections are necessary and are deemed by the Contracting Officer or their representatives to be consistent with previous approvals or directions, the contractor shall make the revisions in a timely manner and at no additional cost to the Government.
4. Accompanying all submittals, the contractor shall include a transmittal statement signed by the Project Manager and/or responsible consultants certifying technical accuracy, completeness, and coordination of the submission.
5. The submissions shall be delivered by contractor on or before the scheduled dates to the addresses to be provided by GSA.

IX. EVALUATION CRITERIA

Evaluation will be highest technically rated with fair and reasonable pricing. Technical is evaluated comparatively and price is evaluated on a pass/fail (fair and reasonable) basis, with offerors ranked by technical. For this Request for Proposals (RFP) technical is most important.

Award to be made to the offeror achieving the highest technical scores based on Past Performance and Technical approach to the Work. Only the pricing of the highest-scoring offeror will be evaluated for fairness and reasonableness. No tradeoffs will be made. If you are not among the highest technically, your offer is no longer considered.

Include with proposal:

1. **Price proposal** – GSA Form 2630
2. **FACTOR 1: Past Performance** - Provide past performance information demonstrating performing Design Conceptual studies and analysis of facilities comparable or larger to the requirements stated herein.

The Government will evaluate the relative merits of each Offeror's past performance. The evaluation will be a subjective assessment of how well each offeror has satisfied its customers in the past. It will not be based on absolute standards of performance. The Government reserves the right to consider all aspects of an Offeror's performance history, but will attribute more significance to work that was similar in nature, magnitude, and complexity to the work that will be required by the contract described in this SOW. If an offeror has no relevant performance history, then the Government will give it neither a favorable nor an unfavorable evaluation, but rather a "neutral" (satisfactory) evaluation will be assigned.

The Government may base its evaluation of past performance on information that it receives from offerors and information that it obtains through its own investigation. The Government may contact an Offeror's former customers and business associates; Federal, state, and local government agencies; electronic databases; and other sources of information. The Government will try to determine the Offeror's reputation for complying with the terms of its contracts, including quality, service delivery, price, and other terms; its reputation for effective employee management and relations; its reputation for effective contract administration; and its reputation for honesty and for reasonable and cooperative behavior. The standard is met when there is no record of poor performance, or dissatisfaction with the contractor's performance identified.

This standard is exceeded when a consistent record of achieving high levels of satisfaction from clients, and indications that the contractor frequently exceeded the expectations of clients, i.e. timeliness of performance/delivery, cooperation, quality of work, reasonableness of pricing of change orders or contract modifications, skills applied to the work, and customer's overall satisfaction with the work performed.

3. **FACTOR 2: Technical Approach to the Work** - Provide a description of the roles and the functional responsibilities each key person on their involvement in the study.

A satisfactory rating will be granted where the contractor demonstrates that proposed team/personnel meet the criteria for a satisfactory rating.

This standard is exceeded when the contractor has:

- a. Significant experience with engineering or studies for land ports of entry.
- b. Significant experience performing conceptual studies for facilities in climates similar to the Raul Hector Castro LPOE.

X. INSPECTION AND ACCEPTANCE

Contractor's Responsibility

The Contractor shall provide all work performed to ensure compliance with the contract requirements. The Contractor shall follow through to assure that all defects, accepted comments, approved modifications, or document omissions are corrected.

The Role of Government Personnel and Responsibility for Contract Administration:

Contracting Officer

The Contracting Officer (CO) has the overall responsibility for the administration of this contract. The CO alone, without delegation, is authorized to take action on behalf of the Government to: amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details, and/or delivery schedules; make final decisions on disputed matters for nonperformance or unsatisfactory performance; terminate the contract for convenience or default; issue final decisions regarding contract questions or matters under dispute. The CO may delegate certain other responsibilities to authorized representatives.

Inspection and final acceptance of all items submitted under this contract shall be the responsibility of the CO.

The Contracting Officer for this project is: Mr. Greg McSweeney

U.S. General Services Administration
Acquisition Management Division,
50 United Nations Plaza, 3rd Flr. Room 3675
San Francisco, CA 94102
(415) 522-3121

COR

The Contracting Officer's Representative (COR) will serve as the day-to-day coordinator of all project activities and the major point of contact for the Contractor. Duties performed shall include:

- Scheduling meetings with stakeholders
- Arranging for meeting locations and facilities
- Review and recommend approval of all deliverables

The Contracting Officer Representative for this project is:

Mr. Anthony Kleppe
U.S. General Services Administration
Portfolio Management Division,
Capital Investment Branch
50 United Nations Plaza, 3rd Flr. Room 3355
San Francisco, CA 94102
(415) 522-3373

Administrative Record:

- The contractor shall maintain an Administrative Record of all activities carried out under this scope. The record shall include copies of all correspondence, agendas, meeting notes, and key telephone conversations.
- The contractor shall prepare and distribute a meeting report within three working days following all regular meetings, presentation, or other important but informal meetings with GSA.
- The contractor shall provide a listing of all review comments made and a formal response to each comment on how it was addressed in the study.

Document Security:

- Document Security: All information, drawings, and submittals are the sole use of the Government. Unauthorized disclosure/dissemination is prohibited. Contractor shall sign the "Document Security Notice" that documents containing sensitive, but unclassified building information, included in appendices of this scope-of-work.
- The following paragraph shall be included on the *cover* page of the study and on the labels of all magnetic media:

**PROPERTY OF THE UNITED STATES GOVERNMENT
COPYING, DISSEMINATION, OR DISTRIBUTION OF THESE DRAWINGS, PLANS,
OR SPECIFICATIONS TO UNAUTHORIZED USERS IS PROHIBITED
Do not remove this notice
Properly destroy documents when no longer needed**

- The following paragraph shall be included on *each* page of the study:

**PROPERTY OF THE UNITED STATES GOVERNMENT
FOR OFFICIAL USE ONLY
Do not remove this notice
Properly destroy documents when no longer needed**

XI. FEE AND PAYMENT

The government shall pay the A/E a firm fixed price of \$ XXXXX, which shall constitute full compensation for all services and materials required. The fee shall be paid in three invoices: 35% after the completion, submission and approval of the 50% draft, 35% after the completion, submission and approval of the 75% draft, 20% upon approval 95% submission, and 10% at receipt of final draft submission.

Prior to final payment under this work order, the contractor shall furnish the government with a release of all claims against the government under this portion of the current contract other than such claims as the contractor may accept. The contractor shall describe and state the amount of each expected claim (notarized or containing the firm's official corporate seal).

The Contractor shall notify the COR 5 days prior to submitting an invoice. Any questions regarding payment shall be directed to the Contracting Officer, Greg McSweeney, and:

U.S. General Services Administration
Finance Division - 7BCP
P.O. Box 17181
Fort Worth, TX 76102
(817) 334-8599

Appendix A

Request for Construction Documents Exhibit _____

Attachment _____

Solicitation _____

DOCUMENT SECURITY NOTICE TO PROSPECTIVE BIDDERS/OFFERORS

This solicitation includes Sensitive but Unclassified (SBU) building information. SBU documents provided under this solicitation are intended for use by authorized users only. In support of this requirement, GSA requires bidders/offerors to exercise reasonable care when handling documents relating to SBU building information per the solicitation.

REASONABLE CARE:

1. Limiting dissemination to authorized users. Dissemination of information shall only be made upon determination that the recipient is *authorized* to receive it. The criterion to determine authorization is *need-to-know*. Those with a *need-to-know* are those who are specifically granted access for the conduct of business on behalf of or with GSA. This includes all persons or firms necessary to do work at the request of the Government, such as architects and engineers, consultants, contractors, sub-contractors, suppliers, and others that the contractor deems necessary in order to submit an offer/bid or to complete the work or contract, as well as maintenance and repair contractors and equipment service contractors.

Note: It is the responsibility of the person or firm disseminating the information to assure that the recipient is an authorized user and to keep records of recipients.

Authorized users shall provide identification as set forth below:

Valid identification for non-Government users. Authorized non-Government users shall provide valid identification to receive SBU building information. The identification shall be presented and verified for each dissemination. Valid identification shall be all items (a) through (c), below, and including item (d), as necessary:

(a) A copy of a valid business license or other documentation granted by the state or local jurisdiction to conduct business. The license at a minimum shall provide the name, address, phone number of the company, state of incorporation, and the name of the individual legally authorized to act for the company. The business must be of the type required to do the work. A general contractor's license may be substituted for the business license in states that issue such licenses. In the rare cases where a business license is not available from the jurisdiction, the information shall be provided and testified to by the submitter; and

(b) Verification of a valid DUNS Number against the company name listed on the business license or certification. Verification may be obtained through <http://www.fpsc.gov/> or by calling Dun & Bradstreet at 703-807-5078 to set up an account; and

(c) A Valid IRS Tax ID Number of the company requesting the information; and, as necessary,

(d) A Valid picture state driver's license shall be required of person(s) picking up SBU documents. Phone verification must be made to a previously validated authorized user that the individual(s) picking

up the documentation is authorized to do so by the company obtaining the documents. SBU documents will not be released to any individual or firm who has not, either previously or at the time of pickup, supplied the required documentation as outlined in paragraphs (a) through (c), above.

2. Retaining and destroying documents. The efforts required above shall continue throughout the entire term of the contract and for whatever specific time thereafter as may be necessary. Necessary record copies for legal purposes (such as those retained by the architect, engineer, or contractor) must be safeguarded against unauthorized use for the term of retention. Documents no longer needed shall be destroyed (such as after contract award, after completion of any appeals process or completion of the work). Destruction shall be done by burning or shredding hardcopy, and/or physically destroying CD's, deleting and removing files from the electronic recycling bins, and removing material from computer hard drives using a permanent erase utility or similar software.

3. Term of Effectiveness. The efforts required above shall continue throughout the entire term of contract and for what specific time thereafter as may be necessary, as determined by the Government. Necessary record copies for legal purposes (such as those retained by the architect, engineer, or contractor) must be safeguarded against unauthorized use for the term of retention.

4. Written agreement of disposal. For all contracts using SBU building information, the contractor shall provide a written statement that he and his subcontractors have properly disposed of the SBU building documents, with the exception of the contractor's record copy, at the time of Release of Claims to obtain final payment. Documents no longer needed shall be destroyed (such as after contract award, after completion of any appeals process or completion of the work). Destruction shall be done by burning or shredding hardcopy, and/or physically destroying CDs, deleting and removing files from the electronic recycling bins, and removing material from computer hard drives using permanent erase utility or similar software.

The recipient acknowledges the requirement to use **reasonable care**, as outlined above, to safeguard the documents and, if not awarded, the contract (and at the completion of any protest/appeal process) will make every reasonable and prudent effort to destroy or render useless all SBU information received during the solicitation.

I agree that I will abide by this agreement and will only disseminate Sensitive But Unclassified (SBU) building information to other authorized users under the conditions set forth above.

Signature: _____

Title: _____

Date: _____

Copy of business license attached

DUNS Number: _____

Verified: Yes No

IRS Tax ID Number _____

Appendix B

Defining GSA Region 9's 2020 and 2030 Goals

2020 reduction from baseline goals: E.O. 13514 requires several energy, water, and GHG reductions by 2020. This E.O. provides certain baseline years for measured reductions, as a percentage of baseline, by 2020.

2030 design goals, focusing on Net Zero: E.O. 13514 requires all new buildings to be net zero by 2030. This E.O. further stipulates that to meet this goal, all buildings entering the design phase by 2020 to be designed to net zero to ensure that any building brought online by 2030 is net zero. This is due to the fact that federal funding and construction sequences can take 10 years or more. Thus, feasibility studies initiated well before 2020 may consider net zero design to be a stretch goal. For projects initiating closer to 2020, the net zero 2030 goal will not even be an option. This reference to 2020 is not to be confused with the "2020 reduction from baseline" goals established for existing buildings. In BLCC analysis, there is always a "base" case, and an "alternative". Thus the current base case is the 2020, and the alternative is 2030 (net zero).

"2020" targets: Our minimal performance scenario

For all projects of significant impact, this performance level is considered the base case.

Energy: EISA 2007, as amended by E.O. 13514 and detailed in the GSA SSPP, requiring facility energy intensity to be 37.5% below FY2003 baseline by 2020. For GSA R9, the blended average energy intensity target (all new buildings, old buildings, and land ports of entry) is 35kBTU/GSF. Therefore, any new buildings shall be at or less than the 2020 targets, given the fact that all old buildings and land ports of entry must also be included in the R9 2020 average.

Water: The same thinking holds for water intensity, which has a 2020 target of 12.33 Gal/GSF. GSA has already met this goal, so any new building should meet or beat this goal. Most regions are already outperforming the R9 water intensity 2020 goal. EISA 2007, as amended by E.O. 13514 and detailed in the GSA SSPP, requires water intensity to be 26% below FY2007 baseline by 2020.

Waste: R9's 2020 waste diversion target is 70%, amending the E.O. 13514 target of 50% by 2015. This 70% target applies to general building waste, and also C&D debris.

Stormwater: EISA 2007 Section 438 currently requires pre-development hydrology to be maintained during the 95th percentile rainfall event, which implies the use of green roofs and storage tanks (used to then serve grey water needs).

Metering: GSA also has a 2014 issuance of a Smart Buildings guidance document, as refined by R9 requirements. R9 sustainability plan strategic roadmap documents calls for the use of fully integrated tenant-level electrical sub-metering and major system sub-metering in the vision for 2020 "Future State". Thus, compliance with GSA 2014 Smart Buildings guidance (which strongly suggests these devices), coupled with R9's 2020 Future State requirements, necessitate inclusion on all relevant projects.

High Performance Green Buildings, LEED: Projects shall achieve LEED Gold certification, per GSA P-100, as confirmed in the GSA SSPP.

Renewable Energy: EISA 2007 Section 523 requires that at least 30% of the hot water demand for each new federal building (or major renovations to existing federal buildings) be met through the use of solar hot water heating (if life-cycle cost-effective).

"2030" or "Net Zero" targets: Our stretch performance scenario

For all designs of significant impact, this performance level is considered the alternative or "stretch" case. The BLCC "alternative" analysis will define all life cycle costs associated with achieving a stretch 2030 goal of Net Zero Energy consumption. The costs shall be further itemized in the same way as the base option, providing a meaningful differential.

Exhibit C

STATEMENT OF WORK

I. Background

The United States General Services Administration wishes to complete an analysis of the facilities needed at the Raul Hector Castro Land Port of Entry (RHC). The Analysis will through Macro and Micro simulation modeling confirm the sizing of facilities (Commercial Primary, Secondary (Dock space) NII Facilities, Noncommercial Primary, Noncommercial secondary, Non Intrusive Inspection (NII) facilities, and related inspection facilities needed to meet the anticipated growth of crossings through the horizon year of 2040.

General

1. The Contractor shall create a baseline of CBP Inspection functions at the LPOE including layout analysis, meeting with the project team, and complete a written report.
2. Develop border station models to simulate federal inspection activities at the subject land port of entry to determine infrastructure and facility needs to ensure efficient and effective operations.
3. Border station models can be developed from existing operating ports of entry or can be developed from scratch using engineering designs.
4. Port facility and operational data are entered into the model using Microsoft Windows compliant data entry screens.
5. Sample facility data include the layout of the station, number of inspection booths, parking spaces, and warehouse slips, etc.
6. Operational data include the kind of inspection equipment used, personnel conducting inspections, and processes in use by all agencies at the LPOEs.
7. The contractor must provide the continued development and enhancement of the model and the data collection, analysis and model execution for appropriate LPOE traffic oriented improvements and other related services, including, but not limited to: Program analysis, planning and programming, business process consulting, program control, scheduling and oversight, requirement analysis, technical assistance, development of whitepapers and presentations, coordination and conduct training activities, status and in-process review meetings, post implementation review per program and/or project, quality management programs, controls, and audits, technical writing support, and general administrative support.

II. Types of Work

1. Baseline creation and updating
 - 1a. Development of Existing Conditions Model
 - 1b. Maintenance and updating of model through contract period
 - 1c. Updated baseline sensitivity to the following to include:
An updated model scenario run reflecting the future year no build alternative and an updated facility count to meet stated processing goals (i.e 30 minutes in to queue to arrive at primary booth).
- Contractor shall develop processing data based on a site visit to the RHC LPOE.

SECTION J ATTACHMENT 2: SAMPLE SCENARIO

- Arrival data as provided by CBP at the time of the site visit.
- Extrapolation of the provided data to reflect the 90th percentile peak week.
- Written documentation reflecting the source and basis of Baseline.

2. Projections

- 2a. Horizon year (generally 25 years out) facility recommendations are to be made using the standard GSA out—year projection protocol.
3. Design layout alternative analysis
 - 3a. Build a site layout using the proposed design, run simulation, provide feedback of the result to the PM & AE to improve the design.
 - 3b. Perform the design analysis run using the current year baseline plus out year projection traffic.
 - 3c. Meet with the project team to discuss the initial design run, adjust the layout on the spot; rerun the simulation overnight; and present the adjusted layout result the next day.
 - 3d. Generate technical design analysis report to summarize the whole exercise and to report the simulation recommendation along with other corresponding data.
 - 3e. Provide updated facility information, current port data, and coordinate the site visit with the customer.
4. Design Scenarios
 - 4a. Create proposed design scenarios for LPOE to include: